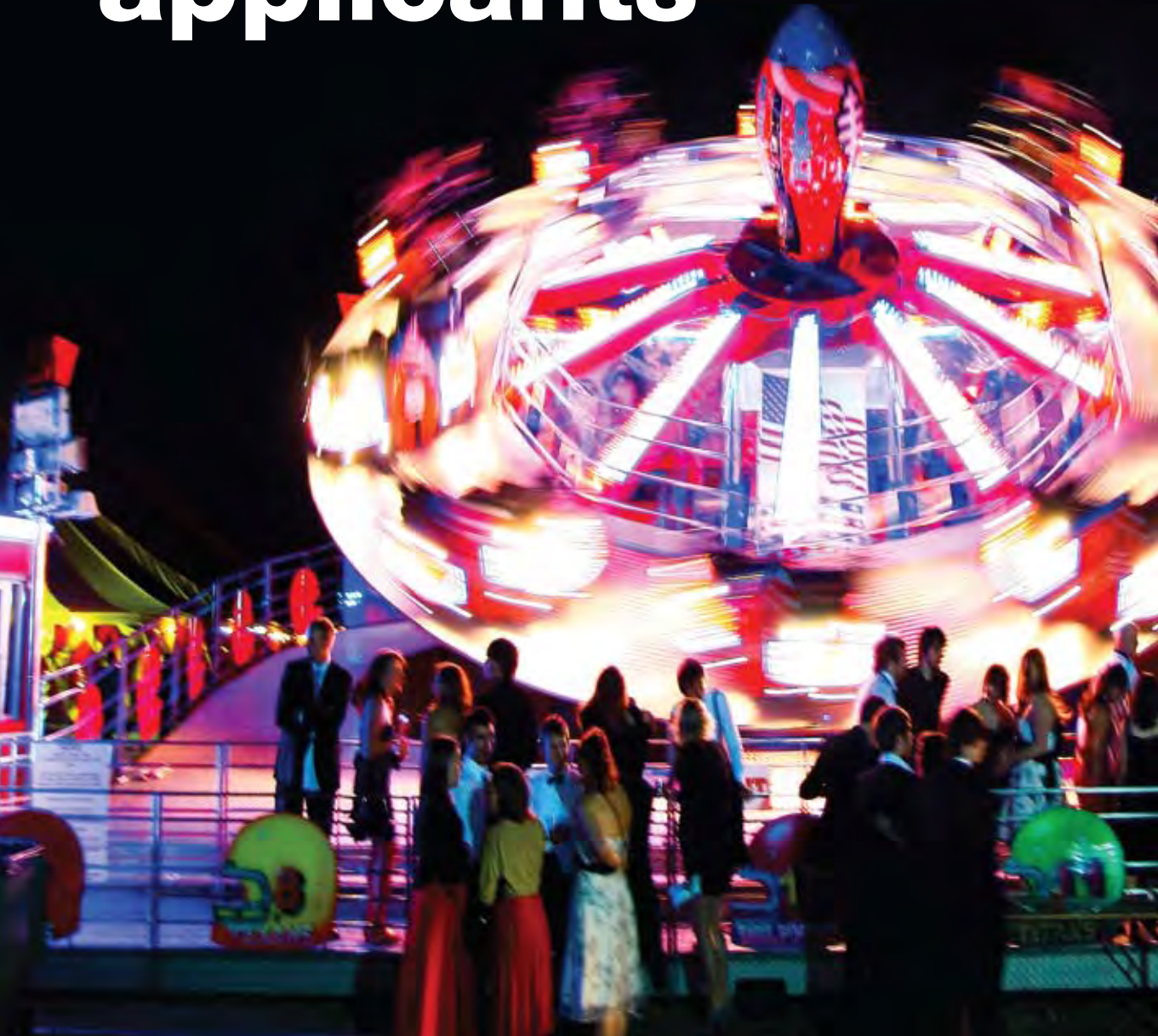




UNIVERSITY OF
GLOUCESTERSHIRE

at Cheltenham and Gloucester

Guide for applicants



Welcome

At the University of Gloucestershire, we know making your application can be daunting, so we hope our guide makes the system clearer.

We've broken down the application process into manageable stages, from filling out your UCAS form to finally accepting an offer.

If you still have any questions or concerns at the end of this guide then give us a call and we will have the answers - or know someone who does.

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The application process

Applying through UCAS.

You've made the decision to apply to university but where to begin?

What's happening?

Your teachers, school and careers advisors will be able to offer you lots of guidance while applying for university. All applications to study full-time undergraduate degrees must be made through the UCAS online application form at www.ucas.co.uk.

What should you be doing?

Eventually you should whittle your options down to five. Everyone has different criteria for their choice, but make sure you think about:

- course content and career opportunities
- length of course/placement year
- university reputation
- location of institution
- cost
- accommodation options
- entry requirements.

You may want to start visiting universities and higher education (HE) fairs to help you decide.

When you're ready to apply, log on to www.ucas.co.uk. Click on 'apply' to register and begin your online application. The form can be saved and returned to later so you can plan your answers.

Personal statement

Your personal statement is crucial, it's your chance to sell yourself and your abilities. You can find lots of help and advice about how to write this at school and online but here are our top tips of dos and don'ts for writing a good personal statement.

Do

- start with a good opening sentence, to draw the reader in
- write in the first person
- explain why you're applying for the course
- talk about your hobbies/interests
- say what you hope to gain by doing the course and how you would contribute to the institution
- say what your work experience means to your ability to succeed in the course

- keep it spontaneous. Follow your own style to help you to stand out from the rest
- check your spelling and grammar
- have it checked by someone who knows you well. Ask your friends and family to help you identify your strengths.

Don't

- make generalised or vague statements
- copy from other people
- repeat information that is elsewhere in the form
- be overconfident or undersell yourself
- use abbreviations or acronyms without explaining them to your reader
- feel that you have to fill the entire space
- be specific about a particular university, you'll upset the others
- be too eccentric, or present your statement in an obscure manner
- lie.



The applications are in...

After narrowing your choice of 54,000 courses down to potentially five options and applying to those institutions, it's time to relax.

Where are you now?

You've completed your UCAS form. Your application has been sent out to all the relevant institutions.

What's happening?

It takes time for all the universities to sort through and give your application the time it deserves. As we carefully consider all candidates individually it can take us some time to reach a final decision. Our average turnaround time for an application is 15 days so if you haven't had an offer from us straight away – don't panic.

What should you be doing?

You may be asked to attend interviews, and you'll be invited to open days.

Open days are an excellent way for you to find out more. When visiting the University of Gloucestershire you'll have the chance to check out the facilities, talk to your tutors about the course structure and its content, and most importantly chat with current students who can tell you what it's really like to be here. You can order a copy of our **Open Day brochure** by telephoning **01242 714507**.

You can see the progress of your application by using the 'track' service on the UCAS website.

Don't panic about any interviews you have to attend – it's as much about you getting to know us as the other way around. We'll talk a little more about what to expect and how to prepare for an interview on page 6.

Other things to consider

- if you're going to be under 18 when you start university your parents or guardians will be sent a consent form to complete
- if your fee status is unclear you may also receive a questionnaire to complete and return
- plus if you've declared any criminal convictions now will be the time you are asked to provide more information.



Interviews

Not all courses require an interview. If yours does this is your chance to find out more and decide if the course and institution are right for you.

What can I expect?

Interview processes vary, but we have adopted the Universities UK 'Fair Enough' criteria in assessing potential applicants. This means we seek evidence of the following five aptitudes in order to make offers of places:

- self-organised
- works well independently
- motivated to learn
- interested in subject area
- ability to work with others.

Courses at the University of Gloucestershire requiring an interview before an offer can be made include teacher training, social work, early childhood studies and all arts and media courses. Other courses may interview some applicants on a case-by-case basis.

Each area has specific additional guidelines for evaluation, which will be explained in your invitation to interview.

Depending on any subject specific requirements, interviews may include portfolios of work and examples of past written work, and most certainly English and maths tests for teacher training courses.

Before your interview....

Confirm your attendance. If you can't make it it's vital you let the institution know as soon as possible, especially if you hope to rearrange.

Read the information in your invitation, prepare your portfolio and any other work that is requested of you.

Re-read the prospectus and any course information you have, look at the institutions website for further information.

Remind yourself why you want to study this course, remember why you chose it over the other 53,999 courses.

Prepare some questions you want to ask your interviewer, perhaps about the course content, opportunities for work experience, employment beyond the degree, or any other queries you have that will show your interest in the subject and help you to decide if we are the right university for you.

Plan your journey and accommodation if necessary, and make sure you leave plenty of time to find the institution so you won't have to rush.

During the interview

Stay calm, try to relax and remember this is also your chance to find out more and decide if the course and institution is right for you.

There is no specific dress code for our institution, but appearance and first impressions do count. Dress comfortably and wear a smile, being positive and enthusiastic makes a great impression.

Beyond the subject specific requirements, course leaders will want to know why you want to study their subject, what are you passionate about and why.

They'll also want to know what relevant experience you have and what you consider as your personal achievements.

After the interview

Make sure you leave plenty of time to look around the campus you'll be studying and potentially living on, and take time to pop into town or the surrounding areas.

After the day, relax, keep a note of any information you have been given during the day so that you can refresh your memory when offers are made. You'll be contacted by UCAS to be informed of any offers made and their conditions.

We'll try and let you know the outcome as soon as possible after your interview, but if you haven't heard from us after a fortnight then please feel free to call us and chase it up.



The postman delivers your offer...

We've made a decision about your application and UCAS has informed you of our offer.

What's happening?

UCAS will inform you of the decisions made by all the institutions you've applied to. It may take some institutions longer than others depending on the popularity of the course and any interview processes.

What should you be doing?

You don't have to make a decision until you've heard back from all your applications. So use this time to check out all your options, think about course content, facilities, social life, cost, accommodation and so on.

Once you've heard back from all your choices, UCAS will ask you to let them know your 'firm' (first) and 'insurance' (second) choice. Your insurance choice is in case you don't manage to meet the conditions of your first choice.

However if you are lucky enough to have all unconditional offers you will only be asked to make one 'firm' choice.

Should you decide to decline all offers made to you, you may be eligible for the UCAS Extra service, allowing you to apply to additional institutions that have vacancies before the clearing process begins.

What is UCAS Extra?

Extra is a process that makes it possible for you to apply to additional universities or colleges that still have vacancies. Extra operates from the end of February until the end of June. It means that you do not have to wait until clearing to apply for other courses. In Extra, you apply for one course at a time using the Track service on the UCAS website.

To use Extra you need to have:

- already made five choices
- received decisions from all these choices
- either had no offers or declined all the offers you have received.

Things to consider

Think carefully about your firm and insurance choices. If you meet the conditions of entry of your firm choice you will automatically enter into a contract with that institution and you must study there. You will not be able to change to your insurance choice, that place will be given to someone else.

Your insurance choice is in case you don't meet the criteria of your firm choice. So if you choose two courses that require the same entry conditions you may be in danger of being refused by both if you don't achieve your expected grades.

- A conditional offer means a university will offer you a place if you meet the conditions set out in the offer. This will usually refer to you achieving specific grades but conditions will vary for all institutions and courses.
- An unconditional offer, it means you have been accepted, and a place to study is yours.



The results are in...

Where are you now?
It's the big day, the
results are in.

What's happening?

We've been checking to see if your results meet the conditions set in the offer we've made you, and will let UCAS know whether you have a place. If you have been successful, you will receive written confirmation of your place along with all the details you need regarding registration.

If you don't get offered a place by your firm choice you will then be considered by your insurance choice.

If you're not offered a place by your insurance choice you will be entered into clearing.

What should you be doing?

Celebrating! However if you haven't achieved the results you were expecting, don't panic.

If you haven't met the conditions of your offer by only a few points there is still a possibility we will accept you on the course. It is dependant on a number of factors including your personal statement and the type of course. So it is worth giving us a call on **01242 714501** to find out if we will let you onto the course despite the shortfall.

If you have not met the criteria by a larger margin and so have not been accepted at your firm or insurance choice, you'll be entered into clearing.

What is Clearing?

Clearing matches applicants with vacancies.

Clearing is used by applicants who have not managed to secure a place at university or college for the current year. It begins in August and can help people find suitable vacancies on higher education courses.

More than 30,000 people gain a place during clearing every year.

If you are flexible and you have reasonable exam results, there is still a good chance you will find another course.

Vacancies are published in newspapers, on the UCAS website and on individual universities websites. To find out about the vacancies at the University of Gloucestershire you will need to call **01242 714001** from August 14.



Important deadlines

October	15	Deadline for applications to Oxford & Cambridge and all dental/medical & veterinarian courses.
January	15	Deadline for all Route A applications
February	26	UCAS Extra opens
March	7	Deadline for Route B applications
June	12	Deadline for late route B applicants
	30	Deadline for late Route A applicants
July	7	UCAS Extra closes
August	14	Results day and Clearing begins
September	22	Term starts

What's the Difference between Route A & B applications?

These are the two ways to apply for portfolio assessed courses. Applications for courses in **Route A** follow the same procedures as for non-art and design courses.

Some institutions/courses will ask you to apply via **Route B** which follows a different timetable and a different application process. Route B has a later closing date than the normal cycle to allow you enough time to create your portfolio. You can apply for up to three Route B courses out of the maximum of five choices.

Route B applications are sent to one choice of university or college at a time. You enter your Route B choices in order of preference (1,2,3) and your application is sent to your choices in that order. Your second choice will only receive your application if you are turned down by your first choice, or you decide to decline their offer. It is, therefore, very important to list your choices in the right order. You can check 'Course Search' on the UCAS website to find out which courses use the Route B process and their course code usually includes the letter E.



Frequently Asked Questions

Q Can I change my course after I've applied, and what if I've already been accepted?

A Yes, you may be able to change your course at any time before the academic year starts. Contact us and we will inform UCAS of the change.

Please put your request in writing to:

Natasha Hawkins
nhawkins@glos.ac.uk

or

Student Recruitment Office
Hardwick Campus
St Paul's Road
Cheltenham
GL50 4BS

Q Can I change my year of entry?

A Yes, please put your request in writing to:
Natasha Hawkins,
Student Recruitment Officer.

Q I have accepted the University of Gloucestershire as my first choice, how do I apply for accommodation?

A Just fill out the application form in the back of our accommodation brochure. If you have not received one of these please contact: Natasha Hawkins, Student Recruitment Officer.

Q Do you accept general studies?

A Yes.

Q Can I include points from Key Skills?

A Yes, as long as they are at Level 3.

Q Can I include points from AS level?

A Yes, as long as you did not take the subject to A2.

Q I have moved house. Who do I inform of the change of address?

A UCAS.

Q What is a six unit award?

A A2 (A-level) is currently an example of a six unit award. So is a BTEC National Award. A double award is normally worth twelve units.

Q Where can I find further information?

A The following websites may be of interest to you:

www.glos.ac.uk

(University of Gloucestershire)

www.ucas.ac.uk

(Universities and Colleges

Admission Service)

www.connexions-direct.com

(information and advice for young people)

www.unistats.co.uk

(compares universities and colleges in the UK).



Useful Contacts

Admissions Enquiries

Student Recruitment Office
University of Gloucestershire
Hardwick Administration Centre
St Paul's Road
Cheltenham
Gloucestershire
GL50 4BS
E: admissions@glos.ac.uk
T: 01242 714501

The Business School

The Park
Cheltenham
Gloucestershire
GL50 2RH
E: business@glos.ac.uk
T: 01242 777888

Faculty of Sport, Health & Social Care

Oxstalls Campus
Oxstalls Lane
Longlevens
Gloucester
GL2 9HW
E: shsc@glos.ac.uk
T: 01242 715132

Faculty of Media, Art and Communications (MAC)

Pittville Studios
Albert Road
Cheltenham
Gloucestershire
GL52 3JG
E: mac@glos.ac.uk
T: 01242 714940

School of Education

FCH Campus
University of Gloucestershire
Swindon Road
Cheltenham
Gloucestershire
GL50 4AZ
E: kcox@glos.ac.uk
T: 01242 714652

School of Humanities

FCH Campus
University of Gloucestershire
Swindon Road
Cheltenham
Gloucestershire
GL50 4AZ
E: ehs@glos.ac.uk
T: 01242 741823

School of Natural & Social Sciences

FCH Campus
University of Gloucestershire
Swindon Road
Cheltenham
Gloucestershire
GL50 4AZ
E: nss@glos.ac.uk
T: 01242 714823

Accommodation Office (Halls & Houses)

E: accommodation@glos.ac.uk
T: 01242 714544

Disability Advisers

E: adonough@glos.ac.uk
T: 01242 714540

Finance Advisers

E: moneyadvice@glos.ac.uk
T: 01242 714535

Students Union

E: pkusu@glos.ac.uk
T: 01242 714399



